



FENCE PERMIT APPLICATION INSTRUCTIONS ■

City of Sedona

This pamphlet outlines the typical information needed to obtain a construction permit for fences. For further information, contact **Community Development Services, 102 Roadrunner Drive, Sedona, Arizona 86336, (928) 282-1154.**

PLAN REVIEW APPLICATION

The Plan Review Application provides information about your project. This information is necessary for permit review and approval.

■ PROJECT LOCATION

Community Development staff can assist you in providing the following information if you cannot obtain it:

- ASSESSOR'S PARCEL #
- PROJECT ADDRESS
- LOT NO and SUBDIVISION

■ OWNER INFORMATION

■ CONTRACTOR

Unless the project is exempt from State contracting license regulations, licensed general or specialty contractors must do all work. The project is exempt from contractor licensing regulations if:

1. It is not for sale or rent, AND
2. Is solely occupied by the property owner.

Any questions regarding contractors or license regulations should be directed to the Registrar of Contractors in Phoenix (602-542-1525) or Flagstaff (928-526-2325).

If a contractor will be used or is required for your project, the State regulations require that you provide:

- CONTRACTOR name and address
- LICENSE TYPE and NUMBER
- SALES TAX NUMBER

If the project is exempt from licensing regulations or the owner is hiring licensed specialty contractors for the work, indicate "Owner" for *CONTRACTOR* and complete the "Owner-Builder/Developer Statement" provided by this department.

■ INSTALLATION

- ☐ Fences cannot obstruct or alter any drainage swales or washes.
- ☐ Solid, opaque fences cannot exceed 36" high when located within the front or street side setbacks.
- ☐ No fence can exceed 6 feet high unless otherwise approved by the Zoning Inspector.

PLAN REVIEW DEPOSIT

A Plan Review Deposit is required at the time an application is made for a building permit.

Fences	\$ 50
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PLANS REQUIRED

- ☐ 2 COMPLETE SETS OF PLANS plus 2 additional site plans for construction in Yavapai Co.
- ☐ 2 COMPLETE SETS OF PLANS plus 1 additional site plan for construction in Coconino Co.

NOTE:

- All plans shall be drawn to scale and dimensioned.
- Plans must be clear and legible and present enough information to allow a thorough review to be performed by zoning, engineering, flood control and building safety staff members.

Plans considered deficient will be returned before processing the application.

■ SITE AND GRADING PLANS (scale: minimum 1"=20')

- ☐ Provide north arrow. Label all streets and highways.
- ☐ Show property lines, easements, edge of street pavement.
- ☐ Show all native vegetation and trees. Indicate canopy size and species. Indicate those to be removed.
- ☐ Indicate location of proposed construction envelope and natural vegetation to be preserved. Provide construction envelope fence for preservation.

- ☐ Show existing and proposed topographic contours (min 2' contour).
- ☐ Show exact location of proposed fence. Indicate height of fence in all areas.
- ☐ Indicate type of materials to be used for construction.
- ☐ Elevation of drawings may be required.

■ PAINT

- ☐ Chain link fences must be painted or vinyl coated dark brown or dark green.
- ☐ Fences shall blend with the surrounding natural environment without calling undue attention to the development, and materials or colors used shall have a light reflecting value (LRV) not exceeding thirty-eight percent (38%) (Munsell value)
- ☐ Wood fences may be natural or finished with a clear, non-glossy sealer.
- ☐ Provide paint samples on an 8½" x 11" form provided by this department.

SUBDIVISION APPROVAL

Deed restrictions may require that each owner obtain subdivision architectural committee approval prior to beginning construction. It is the property owner's responsibility to contact their subdivisions committee and comply with their regulations.

A list of known subdivision committees is available from Community Development.

PROCESSING TIMES

Plans and permit applications are processed on a first come first serve basis. Review times vary with the complexity of the project, the current volume of permit applications, and the quality of the submittals received.

Subsequent submittals and additional time are sometimes required to address significant corrections or obtain other agency approvals before the permit can be issued.

FEES

■ BUILDING PERMIT

Plan review, building permit and grading fees are calculated when the plans are reviewed. Grading fees are established upon the quantity of cut or fill, whichever is larger.

EXPIRATION OF PLAN REVIEW AND BUILDING PERMITS

Permit applications expire 180 days after the date of submittal, unless a building permit is issued.

Building permits expire 180 days after issuance, unless construction is commenced and diligently pursued to completion. Progress inspections must occur at least every 180 days in order to keep the permit active.

Requests for permit extension are available from Community Development. An extension may be granted for unforeseeable and justifiable delays.

CONSTRUCTION INSPECTIONS

All of the customary inspections required for new structures are listed on the Job Card you receive when your permit is issued. The particular inspections applicable to each project will vary dependent upon the nature of the construction. You may contact the Building Department staff in order to determine the specific inspections required for your project.

It is the customer's responsibility to call for all required inspections. No portion of the construction work may be covered, concealed or put into use until approved by the inspector.

A final inspection of the project must be requested prior to occupying the structure or improvement. Failure to request a final inspection prior to occupying the structure may result in termination of utilities.

Inspections are conducted between 7:30 a.m. and 4:00 p.m. Monday through Friday. Inspections are scheduled by calling 282-3268 and leaving a voice message. Please leave permit number and type of inspection.

Calls received before 7:00 a.m. can be scheduled for inspection that same day.